



# Vita

## Multi Academy Trust

### FINANCE ADMINISTRATOR

JOIN OUR TEAM

**Post Title:** Finance Administrator

**Contract Type:** Permanent (28.33 hours per week over 5 days, 41 weeks per year)

**Reporting to:** Finance Team Leader

**Salary Range:** £27,780 - £30,564 pro rata per annum (actual salary £19,127 - £21,043 per annum)

*Aspire* TODAY *Inspire* TOMORROW



# ROLE PROFILE

We are looking for a self-motivated individual, ideally with previous finance experience to form an essential part of our Finance team at Vita Multi Academy Trust. This is a part time position working 28.33 hours per week over 5 days. This is a “term time plus” contract, and the successful candidate will work 41 weeks per year, and will be responsible for the Trust’s orders, purchase invoices, payments and petty cash.

You will be a good team player, with strong organisational skills, able to prioritise tasks in order to meet deadlines. Ideally you will hold a relevant finance qualification such as AAT Level 2, however we may consider applicants without this provided that they have excellent administrative skills.

The Trust offers a supportive and rewarding work environment, with opportunities for professional development and growth. Additional benefits include free access to our on site gym, cake break every Friday morning and the opportunity to join the generous Local Government Pension Scheme.

## USEFUL LINKS



[Vita Multi Academy Trust](#)



[The History of Perins School](#)



[Our Ofsted report](#)



[Sun Hill Junior School](#)



[Perins Pre-School](#)

# FINANCE ADMINISTRATOR ROLES AND RESPONSIBILITIES



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*Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.*

**Team Leader**

- Process orders and manage deliveries in line with expected timescales.
- Process invoices, ensuring timely payment and dealing with related queries.
- Action petty cash and payment requests.
- Process staff travel and expense claims.
- Liaise with suppliers over return of unwanted goods.
- Provide cover for colleagues during periods of absence.
- Process credit card statements.
- Distribute monthly budget statements and manage queries.



*Aspire* **TODAY** *Inspire* **TOMORROW**

## Qualifications & Person Specification

- Qualified to at least GCSE C grade or equivalent in Maths and English
- Recognised finance qualification (eg AAT Level 2) would be advantageous.

## Experience

- Previous experience of working in a finance department is desirable, ideally within an education establishment.
- Experience of using accounting packages, ideally IRIS Financials.

## Essential Skills

- Sound administrator with attention to detail.
- Capable of working as part of a team.
- A strong work ethic and the ability to manage multiple priorities effectively.
- Excellent organisational and time management skills.
- Good working knowledge of Microsoft Office packages.
- Strong communication skills.

# BENEFITS



**Remuneration:** Support staff salaries are based on HCC grades.



**Holiday:** Our teachers work in line with Hampshire School terms. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



**Pension:** Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



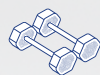
**Discounts:** We offer a wide range of voluntary discounts via our partners KAARP.



**Childcare:** Reduced pre-school fees at Perins Pre-School. Reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.



**Training :** We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking

# GUIDANCE FOR APPLICATION FORM COMPLETION

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Thank you for your interest in the Finance Administrator position at Vita Multi Academy Trust. To ensure a smooth application process, please complete the following sections of the application form:

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By following these guidelines, you can increase your chances of a successful application.

Best of luck!

## **Employment History**

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

## **Formal Education**

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

## **Safeguarding Children and Adults**

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Trust.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you and should include your current manager.

## **Additional Tips:**

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.



**Vita**  
Multi Academy Trust

I sincerely hope that you find the information provided useful, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Vita Multi Academy Trust is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at the Trust with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing staff team.

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***Steve Jones - CEO Vita Multi Academy Trust***



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